 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES Woodside Juvenile Rehabilitation Center		<h1>214</h1>
Chapter:	Personnel and Training	
Subject:	Training Program	Page 1 of 4
Approved:	Jay Simons, Director	Effective: 8/28/18
Supersedes	Woodside Policy and Procedure 214	Dated: 2/2003

Purpose

To outline training requirements for Woodside staff that will facilitate the delivery of high quality services to residents, ensure a safe and effective response to emergency situations, and allow Woodside to maintain accreditation and meet the requirements of federal regulations governing Psychiatric Residential Treatment Facilities and the Prison Rape Elimination Act (PREA).

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Definitions

Direct Service Staff: any permanent or temporary employee, contractor, or volunteer who interacts with residents more than incidentally.

Woodside Staff: any permanent or temporary employee, contractor, or volunteer.

Woodside Employee: any permanency or temporary state employee who works at Woodside.

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Policy

Woodside is committed to providing appropriate and timely training for all employees. The unique nature of the work at Woodside requires the development and implementation of more specific training procedures to address the specific needs of the organization as well as the needs of residents.

Orientation and training for all new employees is critical to their successful integration into the Woodside workplace. All Woodside staff must participate in training as required by this policy and as directed by their supervisor or management.

All training materials available for review by federal monitoring entities and accreditation bodies, including:

- CMS
- DAIL's Survey and Certification Team;
- Prison Rape Elimination Act monitor;
- CARF.


Trainings Required by the Agency of Human Services and the Department of Human Resources

All Woodside employees will participate in trainings required by their status as state employees.

Training Required of All New Woodside Staff

All new Woodside staff will participate in training about general working conditions, the code of ethics for Woodside employees, organizational values, and culture.

Training Required of All New Woodside Direct Service Staff

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Direct service staff will also complete a program of training specific to their role in providing safe and effective treatment to residents of Woodside. Training requirements for each employee are determined by their supervisor or management and include but are not but not limited to:

- PREA;
- Verbal De-escalation;
- Physical Interventions;
- Suicide Prevention; and
- Emergency Preparedness.

CPR/First-Aid Training and Certification

Individuals with responsibility for managing a resident's health or participating in an emergency safety intervention and who are employed by Woodside on a full-time, part-time, or contract basis must be certified in the use of CPR/First-Aid, including periodic re-certification. Competence must be demonstrated annually.


Training on Responding to Emergency Safety Situations

Direct service staff must have ongoing education and training, and demonstrate knowledge in:

- Techniques to identify staff and resident behaviors, events and factors that may trigger emergency situations;
- Use of nonphysical interventions, such as de-escalation, mediation conflict resolution, active listening, and verbal and observational skills;
- The safe use of restraint and seclusion, including how to respond to signs of physical distress.

All training content is delivered by individuals qualified by education, training and experience to deliver the training. The qualifications of training staff are documented by the management of Woodside.

Training will include exercises in which staff successfully demonstrate these techniques. In addition, staff are required to demonstrate competence at least semi-annually.

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Staff will not participate in an emergency safety intervention before completing training and demonstrating competence.

Training on Emergency Preparedness Policies and Procedures

All Woodside staff must be trained in emergency preparedness policies and procedures, consistent with their expected roles should an emergency arise. Following initial training, staff must receive training at least annually.

Staff must demonstrate knowledge of and competence in emergency procedures.

Training Required by the Prison Rape Elimination Act (PREA)

All Woodside and Buildings and General Services (BGS) staff, contracted staff, interns and volunteers who interact directly with residents will be provided training as follows:

- i. Mandatory reporter training
- ii. PREA orientation training
- iii. Rights of Residents
- iv. Woodside staff ethics
- v. Sexualized work environment elimination
- vi. Responding to sexualized behaviors

All Woodside staff must complete the long version of the PREA training. BGS Staff, contractors, interns, and volunteers complete the short version.

Documentation of Training

Completion of trainings and, if required, demonstration of competence, must be documented in staff record and will include:

- date of completion; and
- name of person certifying completion.